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AHIP-M-44
30 October 1957

IAC AD-HOC SUB-COMMITTEE ON INFORMATION PROCESSING

Minutes of Forty-fourth Meeting, 24 October 1957

Members Present:

AIR — Col. John H. Lackey
      Maj. Henry G. Sanders
STATE — Mr. Fred Shipman
NAVY — Capt. R. A. Paton
ACSI — Mr. P. C. Daniels
USIA — Mr. H. Roth Newpher

25X1   NSA —
       CIA — Mr. Paul A. Borel, Chairman

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Others Present:

25X1   CIA —

1. The minutes of the Forty-third meeting were approved as written.

2. <u>Working Group on the Intelligence Subject Code:</u>

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   [   ] Secretary of the Working Group, reported that the Group had held two meetings to date and had agreed on draft terms of reference for submission to AHIP. The Chairman indicated that he would seek AHIP approval of the proposed terms of reference (distributed herewith as AHIP-M-44/1, 29 October 1957) by telephone.

   In the first meeting of the Working Group there was tentative agreement that:

   <u>a.</u> Its recommendations should seek to strengthen, not replace the ISC.

   <u>b.</u> The revision of the code should not be minimal in nature.

C-O-N-F-I-D-E-N-T-I-A-L

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<u>c</u>. The basic plan of notation should continue at 6 digits (plus a 7th for modifier/action code purposes).

<u>d</u>. The actual work of revision should not be the responsibility of the Group and use of a consultant for this purpose should be considered.

The Chairman determined that the proposed terms of reference contain no target date for submission of final Working Group recommendations to AHIP and specified with the concurrence of the Committee that the final recommendations "be submitted as soon as possible but not later than 1 December 1957".

The Air Force representative commented concerning use of the 6 digit notation, that his Department is committed to it in the Minicard engineering and that any decision to adopt another notation would almost certainly pre- clude Air Force participation.

3. <u>Implementation of Policy on Reproduction of Intelligence</u>:

The Committee reviewed a draft implementation paper. (AHIP Instructions Implementing IAC Policy on Reproduction of Intelligence, 18 October 1957.)

Action on paragraph <u>c</u>. "Ban on Reproduction" was postponed up to ten days or no later than 4 November, by which date each of the member agencies is requested to submit to the Chairman a list of document series the repro- duction of which will be categorically prohibited. There was general objection to the addition of a prohibition to the security indicator, e.g. CONFIDENTIAL - NO REPRODUCTION, because of the increased processing and control costs foreseen.

On the recommendation of the Air Force representative, the members will determine implementation policies independently within their respective agencies and coordinate them through this Committee rather than through its Standing Group on Inter-Agency Document Loan Services as originally suggested. It was agreed to circulate a revised draft for further consideration.

4. The AHIP will meet at the Air Force early in November. The agenda will include a tour of the AFCIN Minicard operations and a discussion of original AHIP terms of reference. Preference was expressed for an AHIP meeting time of 2 P.M., Thursday with frequency of meetings to be determined by the volume of business before the Committee.

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PAUL A. BOREL
Chairman

Attachment:
AHIP-M-44/1, 29 October 1957

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C=O=N=F=I=D=E=N=T=I=A=L

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MEMORANDUM FOR: Chairman, Ad Hoc Sub-Committee on Information Processing

SUBJECT   : Submission of Terms of Reference of the Working Group
on the Intelligence Subject Code.

1. The Working Group on the Intelligence Subject Code submits
the attached Terms of Reference for approval by AHIP. You will note
that Terms of Reference Number 5 has been amended as directed by AHIP
to specify that final recommendations shall be submitted as soon as
possible and in any event no later than 1 December.

2. The Working Group has projects under way relating to the philosophy
of community use of the Code and to certain concrete proposals for major
revisions. We believe that the first, third and fourth terms of reference
are effective in their recognition of long range planning needs as well
as of immediate problems.

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Chairman, WGISC

Attachment:
    Terms of Reference

C=O=N=F=I=D=E=N=T=I=A=L

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y

PROPOSED TERMS OF REFERENCE

1. To review and clarify the philosphy underlying the common use of the
Intelligence Subject Code (ISC).

2. To determine the extent to which the basic ISC should be recast to
meet the general needs of the IAC.

3. To develop a practical plan for specialized user expansions of the
ISC beyond the basic structure.

4. To agree to methods for systematic revision, printing, and distribution
of the basic ISC.

5. To recommend action to AHIP as soon as possible but not later than
1 December 1957 outlining ways and means by which the ISC should be
modified.

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y